



Employee Self Service Quick Reference

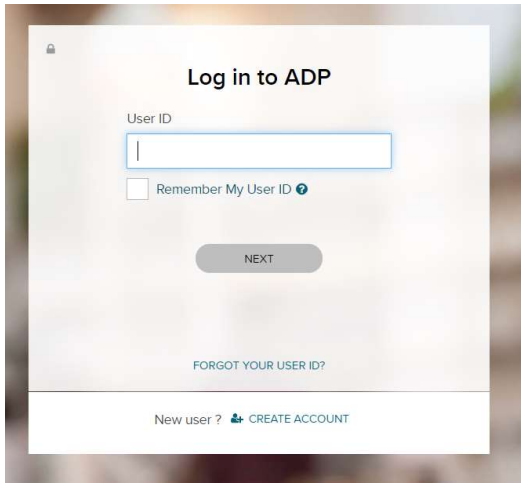
Self Service Registration

Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services.

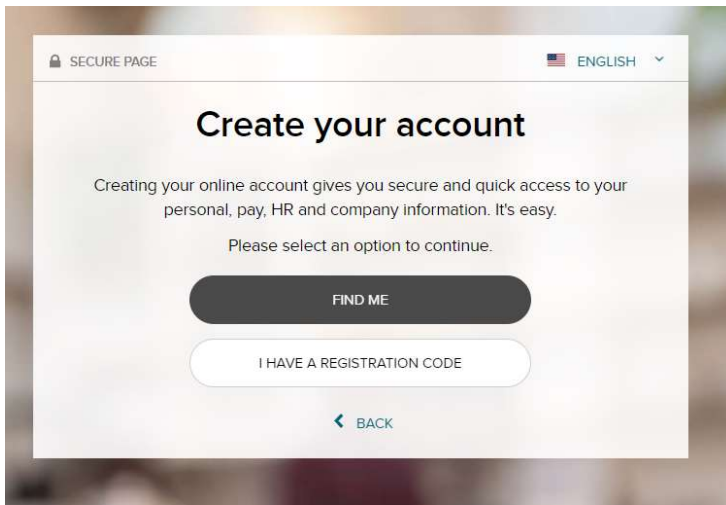
You will need your registration code (FirstEnergy's code is FST1-W2) and the URL of your ADP service web site (<https://w2.adp.com>). Be sure to keep them handy.

Complete the following steps to register for ADP's W-2 Services product:

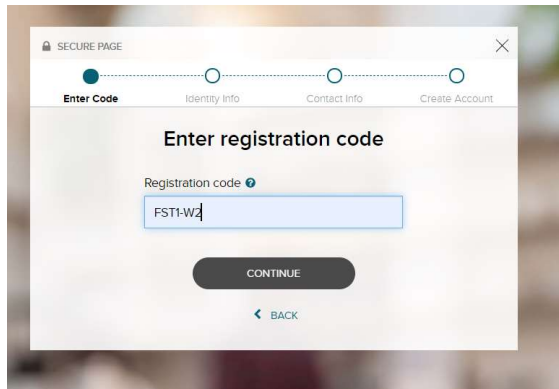
Go to the <https://w2.adp.com> web site and click “CREATE ACCOUNT”.



Click “I HAVE A REGISTRATION CODE”

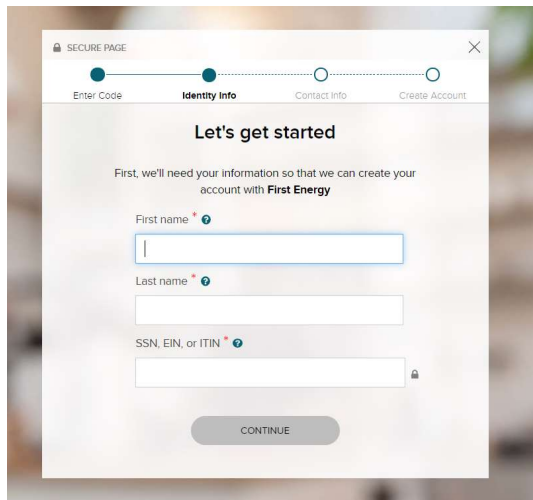


Enter Registration Code. FirstEnergy's Registration Code is FST1-W2. The Registration Code is not case sensitive.
Click "Continue"



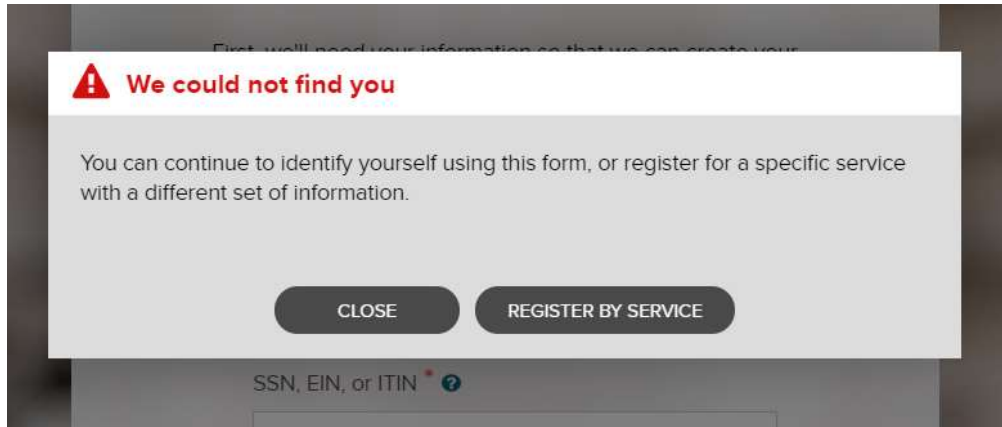
A screenshot of a mobile application's registration process. At the top, it says 'SECURE PAGE' with a lock icon and a close button. Below is a progress indicator with four steps: 'Enter Code' (active), 'Identity Info', 'Contact Info', and 'Create Account'. The main heading is 'Enter registration code'. There is a label 'Registration code' with a help icon. A text input field contains 'FST1-W2'. Below the field are two buttons: 'CONTINUE' and '< BACK'.

Enter the information below.



A screenshot of a mobile application's registration process. At the top, it says 'SECURE PAGE' with a lock icon and a close button. Below is a progress indicator with four steps: 'Enter Code', 'Identity Info' (active), 'Contact Info', and 'Create Account'. The main heading is 'Let's get started'. Below the heading is a message: 'First, we'll need your information so that we can create your account with First Energy'. There are three text input fields: 'First name', 'Last name', and 'SSN, EIN, or ITIN'. Each field has a red asterisk and a help icon. The 'SSN, EIN, or ITIN' field has a lock icon on the right. Below the fields is a 'CONTINUE' button.

Don't be alarmed when "**We could not find you**" shows. You need to Click "REGISTER BY SERVICE"



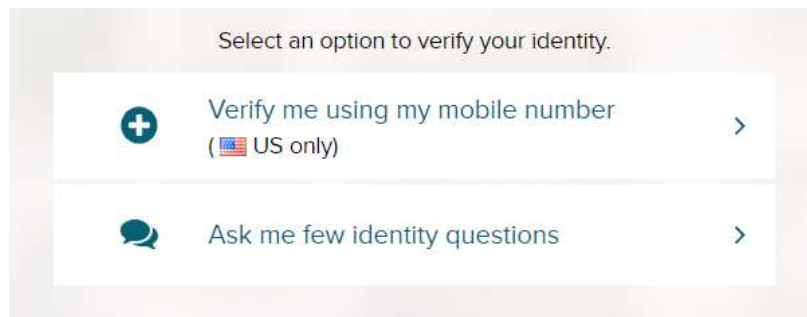
In the screen below, your name will already be populated.

All fields are required in this section
Employee ID = **Retiree** SAP Number- No leading zeros.
FE Company Code = V28

A screenshot of a registration form. The form has a light blue background. It contains the following fields: "Year of W-2" with a dropdown menu showing "2021"; "Control number - Employee ID" with an empty text input field; "Control number - Company code" with an empty text input field; "Zip Code" with an empty text input field; and "Employee's SSA number" with an empty text input field. At the bottom of the form is a "CONTINUE" button.

If you do not know your retiree SAP number, you can find it at the left of your name on the top of your pension pay statement. You can access your pension pay statements here: <https://onlinepensionpay.firstenergycorp.com/>.

You will be taken through various screens where you will choose answers that pertain to you.



Create a User ID and password. Accept the Terms and Conditions, then click create your account.

Let's set up the login information for your account with **First Energy**

Create UserID * 

Create Password *

Password must be 8 - 64 characters long and contain letters, numbers, and special characters.

Confirm Password *

Accept Terms and Conditions

I have read and agree to the [Employee Access Terms and Conditions](#).

✓ CREATE YOUR ACCOUNT

Forgot Your User ID/Password?

If you forget your login information, you can use the "Forgot Your User ID/Password?" link on your ADP service login page.

- 1 Enter your first name and last name exactly as they exist in your organization's records. You will also be asked to enter an email address and/or mobile phone number associated with your account.

Upon successful verification of the information that you entered, your user ID will be displayed.

- 2 To reset your password, select the "I don't know my password" option and choose an option.

- **Option 1 – Get and Enter a Code within 15 Minutes**

If your email address or mobile phone number is unique within your organization, and you have access to it.

[See Option 1.](#)

- **Option 2 – Answer Your Security Questions**

If your email address or mobile phone number is not unique within your organization's records, or you do not recognize or have access to them.

Upon successful verification of your response, you will have the option to Sign in to your ADP service or continue to create your new password and use it to log in.

If you are experiencing a problem with access to this site, please send an email with a description of the issue to payroll@firstenergycorp.com. Please be patient and someone will get back to you as soon as possible.